

***MANPOWER AND FORCE MANAGEMENT
CAREER PROGRAM (CP26) REFERENCE GUIDE***

FOR

INTERNS AND SUPERVISORS



2 May 2003



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300



DAPE-PRM

**MEMORANDUM FOR MANPOWER AND FORCE MANAGEMENT CAREER PROGRAM
(CP26) INTERNS**

SUBJECT: Welcome Aboard

1. Welcome to the Manpower and Force Management Career Program (CP26) and congratulations on your selection as an intern in a demanding field. You have chosen a program with unlimited training opportunities and mission-related responsibilities.
2. As a CP26 intern, you will be guided by the Army Civilian Training, Education and Development System. This system was established to give all interns (including CP26) a road map for career progression and provide a path to further develop competencies through personal career planning and a combination of formal training, on-the-job experience, rotational assignments, and self-development.
3. Manpower and Force Management CP 26 Interns are an important resource to our career program. The Manpower and Force Management analyst's challenge is to ensure that the Army has the right mix of human assets to fulfill mission requirements while staying aware of budget constraints and the changing roles of the war fighting mission. We feel confident that this intern program will enable you to pursue leadership and functional training which will provide a sound foundation for progression from entry level to positions of increased responsibilities.
4. The enclosed guide contains the Manpower and Force Management Career Program (CP26) Reference Guide for Interns and Supervisors and is provided for your use. Our goal is to ensure CP26 interns are fully trained and equipped to handle the challenges of the future.

MARK R. LEWIS
Functional Chief Representative
Manpower and Force Management

Enclosure

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| Manpower and Force Management Career Program (CP26) |
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I. Career Program (CP26) Interns (Two Year Program)

The Career Intern Program is competitive, and designed to prepare employees in various occupations for subsequent advancement in professional, administrative, and technical career fields. Intern graduates form the feeder group for future leaders in Army's professional occupations.

There are two types of interns - centrally funded and locally funded. The centrally funded Army Civilian Training, Education and Development System (ACTEDS) interns are officially assigned to the Headquarters, Department of the Army, Civilian Training, Education and Development Student Detachment. ACTEDS funds all costs incurred in employing and training these interns for a maximum of 24 months, not to exceed the length of the Master Intern Training Plan (MITP). Costs include salary, benefits, training, travel, and per diem. Within the allocated resources, ACTEDS can be used to fund training as stated in the MITP of each ACTEDS plan. A locally funded intern is officially assigned to the employing activity. The Major Command (MACOM) or the local activity funds all costs to support a local intern.

Interns in Career Programs are trained in various occupations. They enter the program at the GS-5 and GS-7 levels as permanent full-time employees. Interns receive career/career-conditional appointments in the competitive service. Upon graduation from the program, interns are placed on mission rolls in journeyman level GS-9 or GS-11 positions, according to the career program intern target grade and availability of placement positions.

Individuals selected for Department of the Army (DA) Intern positions are required to sign a mobility agreement. The mobility agreement commits the Army to providing training and permanent placement upon graduation. In turn, the intern commits to Army-wide geographical availability in order to receive the optimal training and permanent placement opportunities deemed at the time to be in the best interests of the Army.

The Manpower and Force Management Career Program (CP-26) covers positions in the following occupations:

- GS-301, Miscellaneous Administration and Program
- GS-343, Management and Program Analysis
- GS-896, Industrial Engineering

The Manpower and Force Management Career Field (CF-26) covers positions in the following occupations:

- GS-301, Miscellaneous Administration and Program
- GS-343, Management and Program Analysis
- GS-344, Management and Program Clerical and Assistance

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- GS-896, Industrial Engineering

The North Central Civilian Personnel Operations Center (NC CPOC) in Rock Island, Illinois is the total service provider for centrally recruiting DA Interns to include advertising vacancies, rating applications, issuing referral lists to selecting officials, and making official offers of employment.

A. Benefits

Interns with the Department of Army are full-time permanent Civil Service employees, and as such, enjoy the benefit package provided to Federal employees. This includes paid vacations, sick leave, health and life insurance, a retirement plan, a 401(k) equivalent plan (with a matching contribution plan), and paid federal holidays.

B. Occupations

People are the Army's most important resource. The Manpower and Force Management analyst's challenge is to ensure that Army organizations have the right number of people to do the job and an efficient organizational structure which will best use its personnel. This becomes a complex task as the Army, on a Congressionally-limited budget, is constantly preparing itself to fight the battle of the future with new and modernized weapons, doctrine, and organizations. Manpower and Force Management personnel help Army organizations adapt and change to accomplish these new and evolving missions.

Management Analysts assess the missions of Army organizations and, using analytical tools, determine the amount of work to be done, the number of people needed to do the work, and the manner in which the organization will operate to accomplish its mission.

C. Salary

To find information concerning intern salary, go to this website:
<http://ncweb.ria.army.mil/dainterns/default.htm>

II. Mobility Agreement

An employment and mobility agreement is required as a condition for appointment for all centrally funded DA interns. The mobility agreement must be completed prior to entrance on duty. Use of mobility agreements allows management to place graduating interns in available permanent target positions DA wide. Local interns may also be required to complete employment and mobility agreements.

DA centrally funded interns who fail to meet the terms of the DA employment and mobility agreement may be separated from the federal service unless a waiver of the agreement has been approved. When separation is warranted, adverse action procedures will be followed (see 5 USC, chapter 75). Centrally funded DA interns will be removed from ACTEDS student detachment rolls no later than **60 days** after refusing a valid placement offer.

III. Supervisor Responsibilities

Supervisors will be the employee's initial source of information for the following:

- (1) Career program information
- (2) Career progression patterns
- (3) Mobility
- (4) Assignment opportunities and intern placement

Supervisors are responsible for the following:

- Discuss training needs with intern and make reasonable efforts to ensure that interns are available for planned training.
- Develop Individual Development Plans (IDPs) for interns. Supervisors will use the CP26 Master Intern Training Plan (MITP) as a guide. MITP website: http://cpol.army.mil/train/acteds/CP_26/app_f.pdf
- Develop intern performance standards.
- Assign On-the-Job-Training (OJT) as prescribed in the IDP.
- Nominate interns for required formal training and ensure that interns attend the training.
- Evaluate intern performance, counsel interns on the quality of their performance, and record intern performance on appraisals.
- Consult with Activity Career Program Managers (ACPM) and discuss action with Civilian Personnel Advisory Center (CPAC) if an intern is not progressing satisfactorily.

A. Master Intern Training Plan (MITP) & Intern Individual Development Plan (IDP)

An IDP should be developed for the intern by tailoring the MITP based upon the intern's background. The IDP serves as the basis for setting performance standards. The MITP is designed for the intern who does not have specialized experience or education in manpower and force management. The supervisor, with the intern's input, will develop the intern's career development plan by comparing the intern education and experience with requirements shown in the MITP. Based on that comparison, the supervisor will tailor the MITP to the specific intern's needs. For example, if the intern has substantial prior work experience or formal classroom training in the job specialty, selected sections of the MITP can be deleted or shortened. The training time saved by shortening or deleting portions of the MITP can be added to another segment of the intern's career development (in which the intern has had little or no knowledge or experience) or may result, in some cases, in shortening the internship. When the intern does not have job-related experience, the entire MITP for the job specialty becomes the intern's career development plan for the time period covered by the intern training program.

The supervisor will discuss the intern's development plan with the intern and explain the plan's requirements. The supervisor and the intern will complete the IDP Agreement (See Appendix C). The supervisor will complete the intern's development plan and IDP Agreement **within 30 days** after the intern enters on duty and periodically will discuss accomplishments in each phase of the internship. Modifications to the intern's development plan are to be made a matter of record.

The CP26 MITP is comprehensive. It identifies the core subject matter that all CP26 interns should know. Intern graduates should be able to perform in target positions wherever in Army they may be assigned, although OJT will have been geared toward the mission of the training command. The MITP identifies both OJT and formal classroom training. Interns will attend only those courses deemed essential and directly related to performance in their target positions. In some cases the MITP lists several courses as optional. The supervisor will use good judgment in nominating interns for optional courses.

The MITP is designed for ease of use at the level the intern is assigned. To develop the training plan for an individual intern, personnel at the organization print the MITP and make pen and ink changes to modify it as needed based upon the intern's background. The MITP can become the interns' Individual Development Plan (IDP). To document the intern's progress, the supervisor completes the "Date" and "Initials" sections and attaches a copy to Total Army Performance Evaluation System (TAPES) performance evaluation and to career ladder promotions personnel actions.

B. On-the-Job Training

On-the-Job Training (OJT) is the primary type of training and development an intern receives. The difference between OJT and formal classroom training is that classroom training is presented to a group and OJT is typically presented one-on-one and at the work site. All of the steps involved in planning and implementing formal classroom training – from needs assessment through evaluation, documentation, and revision of training – are used in OJT. For example, a well-designed OJT session has the following characteristics:

- The session has a measurable training objective(s).
- Trainer demonstrates correct performance of the task; trainee performs the task and trainer provides feedback on the trainee's performance; and the trainee practices the task until he/she performs it correctly.
- Session is planned in advance so that the trainer and trainee are both available.
- The site is conducive to training, i.e., equipment is set-up, materials are available, other employees have not scheduled use of the site, and noise level and distractions can be kept to a minimum.

C. Rotational Assignments

Rotational assignments are an important part of the intern experience. They allow interns to learn manpower and force management skills at different organizational levels, develop a broad understanding of Army management, establish a professional network, acquire a variety of professional skills, and lay the foundation for future managerial/supervisory responsibilities. Rotations must be carefully planned. Before a rotational assignment is finalized, a written learning objective planning memo should be developed. After action memos will be prepared to evaluate the intern's success in meeting these objectives. Ideally, rotational assignments should have the following characteristics:

- Last at least 30 days and involve different types of work assignments
- Include interaction with as many different parts of the Army as possible
- Focus on developing specific professional skills or fulfilling particular managerial competencies
- Complement the intern's existing knowledge or professional interests

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- Allow the intern to gain different perspectives by moving around in the Department of the Army
- Allow an intern to gain experience at a variety of levels

According to the CP26 ACTEDS MITP, a minimum of two, two week rotations is required. These rotations should be at the installation, major subordinate command, major command, or Headquarters, Department of the Army levels. For many interns, more will be appropriate. Overall, the number and time allotted for rotational assignments will vary greatly. Ideally the second year of the internship should be devoted to rotational assignments.

Sequencing of Formal Training Courses and Rotational Assignments

The proper sequencing of training, performance enhancing job experience, and rotational assignments is very important to the intern's professional development and growth. Certain events or training logically should occur before others. Each intern's IDP should be designed not only to fit the intern's unique needs and requirements, but also to accommodate the host organization as well.

D. CP26 Career Program Chain of Command

Activity Career Program Manager (ACPM) (located at the installation level)

MACOM Career Program Manager (MCPM) (located at the major command headquarters)

Functional Chief Representative (FCR) (CP26 Proponency Office) (HQDA)

E. Mentoring

Mentors are senior careerists, managers, or commanders who not only personally become involved in the development of personnel within their organizations but also influence decisions to establish programs, commit resources, and make assignments that make career development happen. Mentoring is most successful when the person being mentored is mobile and can take advantage of the widest range of opportunities. Using the ACTEDS plan as a base, mentors will facilitate training and career-broadening opportunities, help personnel assess their potential, and actively guide them through the appropriate career area progression pattern. Mentoring for Civilian Members of the Force, DA Pamphlet 690-46, is a recommended reference for mentors and personnel being mentored.

F. Performance Appraisals

Based on the MITP and IDP, supervisors will establish critical elements and performance standards to document the training to be accomplished. All supervisors who will be training the intern during the rating period should participate in developing the critical elements and performance standards. Performance Plans will be furnished to the intern at the beginning of the rating period.

Types of performance appraisal:

Unlike regular employees, interns are in an official training status throughout their internship. Therefore, their performance demands more frequent assessment. Interns must successfully complete all training assignments, including formal classroom and correspondence courses, and OJT. Failure to complete any part of the training requires retraining at the minimum. This could delay an intern's promotion or lead to removal from the intern program.

Semiannual appraisals.

1. The performance of interns will be appraised on a semiannual basis. The rating period will be every 6 months, starting at the intern's entrance on duty date. The intern will have two semiannual appraisals each year instead of an annual appraisal as stated in AR 690-400. DA Form 7222 (Senior System Civilian Evaluation Report) will be used.

2. The Rater will be the intern's immediate supervisor. The Activity CPM is the Senior Rater. The intermediate Rater may also be the Activity CPM.

Probationary appraisal. Supervisors will certify retention or separation of interns serving a probationary period during the ninth month of employment. Completion of Part I and Part VI of DA Form 7222 will meet this requirement.

Special appraisals. Special appraisals keep track of intern performance if the intern rotates from one supervisor to another. Upon change of an intern's rating supervisor, a special appraisal will be completed on a DA Form 7222, certified by the signature of both the supervisor and the intern, and furnished to the new supervisor. A comment will be added to Part VI (b) of DA form 7222 and will state "The rating supervisor's signature certifies that training has been provided in accordance with intern's IDP." Since interns rotate through various areas during training, this procedure is a method of keeping the appraisal current and ensures that proper training is given. At the end of the semiannual rating period, the intern's current supervisor will complete and certify the final appraisal using the special appraisals as support.

G. Promotions

Prior to noncompetitive promotion of an intern to any intermediate grade within the internship, or to the target-level position, the following conditions must be met.

1. The intern's performance must be at least "Success All" under Part VI of the Performance Evaluation.

2. The intern must have successfully completed all training requirements as certified by the Activity CPM (ACPM).

3. The supervisor, with endorsement by the Activity Career Program Manager (ACPM), recommends promotion based on potential to perform at the intermediate or target level as evidenced by demonstrated performance. Failure to meet any of these conditions will result in reassignment or Change to Lower Grade (CLG) to a position for which qualified at the training site, or separation in accordance with appropriate regulations.

H. Additional Resources for Career Planning

These Army publications provide valuable additional information:

- Career Management, AR 690-950, provides information on the Army's career program management.
- Total Army Performance Evaluation System (TAPES), DA Pamphlet 690-400, describes TAPES and provides examples for rating officials to use in preparing evaluation reports.
- A supervisor's Guide to Career Development and Counseling for Career Program Employees, DA Pamphlet 690-43, furnishes guidance and practical information to help supervisors improve their skills in performing career development counseling and employees can use the pamphlet as a tool in planning their career.

IV. Intern Responsibilities

Each intern is responsible for establishing personal career goals and strategies to achieve those personal career goals. Interns shall periodically perform a self-evaluation of their career goals and training needs. In order to broaden competencies and enhance competitiveness, interns should consider accepting assignments in different functions, in different geographical areas, and/or at different organization levels. Accepting different types of positions in a number of geographic locations is an effective way for personnel to broaden their competencies for a particular position.

Intern will discuss the following with his/her supervisor:

- Individual Development Plan (IDP)
- The training requirements established by the supervisor
- Rotational assignments, expectations, and lessons learned
- Periodic updates to supervisor on all training matters
- Document successful completion of training. Make sure supervisor initials the IDP for all courses attended from the MITP

Dress and Appearance

Interns are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. When clothing such as coats and ties create discomfort during hot weather and in places where cooling is minimized to conserve energy, the requirements should be modified or eliminated.

V. Training

A. CP-26 Army Civilian Training, Education and Development System (ACTEDS) Plan. The CP-26 ACTEDS Plan is a practical process/road map to assist interns in the development of assignments, improvement of job performance and building of character for career advancement. The CP26 Career Program Functional Chief and Personnel Proponents developed the CP26 ACTEDS plan. The plan provides vital information on Army-wide training and development and education from the intern or trainee to executive levels. Through a structured job analysis, competencies were identified that are required to develop the individual to perform the job. The system is designed to recommend assignments and training for career advancement. Detailed information pertaining to the current fiscal year ACTEDS program are available in the FY XX ACTEDS Training Catalog at www.cpol.army.mil/train/catalog/index.html. The Manpower and Force Management Career Program (CP-26) intern will be exposed to various types of training which include:

- Formal and DOD Schools
- Formal Army and DOD Leadership Training
- Correspondence Courses
- Computer Based Instruction
- Academic Courses
- Total Army Distance Learning Program
- On-the-Job Training
- Individual Self-Development

B. Types of Priorities:

1. Pursuant to AR 690-950, ACTEDS training is divided into two categories universal and competitive training. Universal requirements conform with Knowledges, Skills, and Abilities (KSAs) across the occupational field to all individuals who have similar duties and responsibilities. Universal requirements are prioritized to assist commanders in planning and programming for ACTEDS funding. There are three classifications of training levels: Priority I, II, and III that make up the Universal Training priorities. The three levels are defined below:

Priority I – Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: Employee must have for acceptable performance; training is essential for mission accomplishment; training is mandated by Deputy Chief of Staff, G-1 as an ACTEDS leader development core course; or training is essential functional training for interns.

Priority II – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: Employee should have for maximum proficiency and/or training improves the quality of mission accomplishment.

Priority III – Training that should be funded after Priority I and II requirements and should meet one or both of the following: Provides or enhances KSAs needed on the job and/or leads to improvement of mission accomplishment.

2. Competitive Training includes developmental opportunities for which individuals are competitively selected. It contains Army-wide programs such as Senior Service College, Fellowship Programs, and the Sustaining Base Leadership Management Program conducted by the Army Management Staff College. Competitive training also covers professional development opportunities that have career program or career field competition.

C. Mandatory Leadership Training:

1. The Intern Leadership Development Course (ILDC), is a five day course and must be completed by all ACTEDS and local interns prior to graduation from the intern program. The Civilian Leadership Training Division (CLTD) facilitators, at the regional training sites, teach this course. Additional information may be obtained from the Center for Army Leadership website (<http://www-cgsc.army.mil/cal/cltd/>.) The site includes information on course schedules and instructions for enrolling. The ILDC course provides interns with an understanding of the structure of the US Army, the Army's leadership competencies, and a familiarization with their ever-changing roles as tomorrow's leaders. The course further teaches the following:

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- Personal learning style and how it supports the Army's leadership competencies of communication, team development, decision-making and professional ethics
- Team building and group dynamics
- Leadership styles that provide purpose, direction and motivation and when to use the appropriate style
- Individual values and how they affect decisions and professional ethics

Classes are developed annually through coordinated efforts of the CLTD, the ACTEDS Management Branch within the Office of the Deputy Chief of Staff, G-1, and the North Central Civilian Personnel Operations Center (NCCPOC). **Under no circumstances will interns apply for classes directly.** Supervisors should schedule the ILDC class for their interns through their servicing CPOC. The appropriate servicing CPOC office will notify all candidates who have been selected. All costs pertaining to travel for the intern have already been included in the average costs per intern work year; however, rental cars, official phone calls, and/or facsimile charges are not covered but may be funded by the participant's local organization.

2. Action Officer Development Course (AODC), is offered through The Army Distance Learning Program (TADLP). The course is essential to the development of interns and enables Action Officers and other staff members to acquire basic staff and communications skills at any level of an organization. This is a mandatory course for interns and newly appointed journeymen. The course addresses organizational structure, management principles, and staff work. Professional ethics are accentuated throughout the course. The AODC is available in hard copy and an interactive on-line version. You may obtain the electronic version by accessing the websites at www.cpol.army.mil or via <http://www.atsc.army.mil/itsd/>. The Army Correspondence Course Program Catalog, DA PAM 350-59 dated 1 Oct 2002 may also be used as a reference guide. It is suggested by the TADLP that all topics be taken in sequential order to obtain personal effectiveness. If the course is taken on line, the final grade will be returned within an hour from the Army Institute for Professional Development (AIPD) at Fort Eustis, VA.

D. Mandatory Functional Training:

The Manpower and Force Management Course, a two-week course taught by the Army Logistics Management College, Fort Lee, VA is a Priority I for interns (grades GS-5 through GS-9); and Priority II for Specialists (grades 9 through GS-12). The course topics range from Total Army Analysis; Manpower and Personnel Utilization; CP-26 Career Program/Career Field; Army

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Appropriations; Planning, Programming, Budgeting and Execution System (PPBES) and other fundamentals of force management. The course may be provided in a formal classroom, via satellite or at an on-site location.

E. Other Functional Training

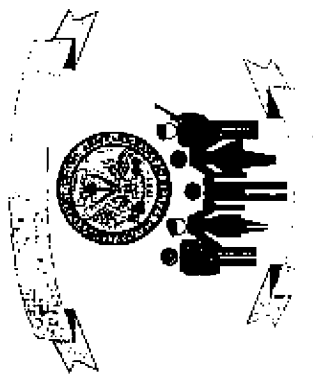
1. The Army Comptroller Course (ACC) is a four-week course taught at Syracuse University and has been added to the Master Intern Training Plan as a Priority II course for second year ACTEDS interns. It is encouraged that supervisors use discretion in nominating their interns for this course to avoid duplicating the knowledge acquired from attendance at prior financial management courses or from self-development courses taken through the Army Correspondence Course Program.

2. The Army Force Management Course (AFMC) is a four-week course taught by the Army Force Management School at Fort Belvoir, VA. It is a Priority III for interns and is designed to educate and train military and civilian personnel in the process of determining force requirements and alternative means of resourcing requirements to accomplish the Army's functions and missions. The course is applicable for all individuals to include commanders and staff officers, who manage force development, combat development, materiel development and training development processes in a centralized documentation environment.

These are just two of the functional courses offered through CP26. See the CP26 ACTEDS Plan for a comprehensive list and course description.

F. Career Development Model

For a big picture look at the levels of progression from entry level to top management and the related training at each step of your career, see the career development model on the next page.



MANPOWER -- FORCE MANAGEMENT CAREER PROGRAM 26

Development Model

Manpower and Force Management Career Program (CP26)



Executive
SES
DIR, PR, G-1

Management
GS 13-15

Intermediate
GS 12-13

FOA Director
DIV / BR Chief
Senior Analyst

- SES Orientation
- Force Integration for Senior Ldrs
- EO Training for GO/SES

Specialist
GS 9-12

DIV / BR Chief
Team Leader
Senior Analyst

- DLAMP
- National Security Mgmt Crse (GS-15)

Junior Analyst
Analyst
Presidential
Mgmt Intern

- Personnel Mgmt for Executives (I&II)
- Professional Military Comptroller School
- Organization Leadership for Executives
- Logistics Exec Development Crse
- Force Management Course

- Harvard

- Fed Executive Institute

Junior Analyst

- Intern Leadership Development Crse (ILDC)
- Action Officer Course
- Budget, Management, Program Analysis Course

- Supervisory Development Course
- Leadership Education and Development
- Professional Resource Mgmt Crse
- Manager Development Course
- Army Comptroller Course

- Senior Service College

- Army Congressional Fellowship

- Army Comptrollership Program

- Sustaining Base Leadership & Mgmt Program

- Competitive Professional Development

- Manpower & Force Mgmt Crse (MFMC)

VI. Training Request Process

The Request, Authorization, Agreement, Certification of Training and Reimbursement, DD Form 1556, is used to request training and to record the authorization for expenses of such training; agreements for continuation in service following training; certificates of training; and any reimbursement obligations contracted by personnel or employees as a request of receiving training.

A. How to complete DD Form 1556

1. Fill in Blocks 1 through 19 in accordance with instructions attached to the DD Form 1556
2. Block 20 - Use the coding sheet attached to DD Form 1556 for blocks a, b, c, d, f, g, h, i, j, and l. (skip e and k).
3. Block 21 - Self Explanatory
4. Block 22 - If listed in the announcement or catalog
5. Block 23 - Fill in a and b
6. Block 25 - Fill in a, b, and c. (leave block "d" blank)
7. Block 26 - Indirect costs will not be entered on the DD Form 1556 for Interns. Travel costs will be reflected on travel orders Form DD Form 1610
8. Block 27 – To be completed by your local budget activity or training officer
9. Block 29 - To be signed by your local budget activity or training officer
10. Block 32 - To be signed by your supervisor
11. Block 33 - To be signed by your activity training officer
12. Block 34 - To be signed by your activity authorizing official
13. Block 37 - To be completed by the local budget activity or training official

NOTE: Employees will complete the DD Form 1556, submit with backup documentation to their supervisor, then to the authorizing official within their assigned organization and then to the training officer before it is submitted to your local budget activity for a fund cite. No one may enroll in a course prior to receiving official approvals and obtaining fund cites on the DD Form 1556.

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Courses must be cost-effective; therefore if a course is offered locally, it must be attended locally to avoid unnecessary travel cost (TDY). Any time a person must cancel a class or does not attend a class the training officer must be notified immediately—because of the impact on the budgeting of funds.

Upon completion of training, the DD Form 1556 must be returned to your training officer. If a signed DD Form 1556 is not available, a copy of the course certificate must be forwarded with the DD Form 1556.

Temporary Duty (TDY) Process:

The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610) is a request to perform Temporary Duty (TDY) - traveling away from a permanent duty station to perform duties for a temporary period of time. The DD Form 1610 is commonly referred to as a "Travel Order". TDY is requested when traveling to participate in a formal training course or an official rotational assignment.

B. How to Complete DD Form 1610

1. DD Form 1610 must be submitted to the Budget Official 10 days before travel date. The DA Intern or administrative point of contact must complete items #1 through #16. (If your organization has elected to pay for rental car, official phone calls, or faxes, indicate it in block #16).
2. DD 1610 must have official signatures of the immediate supervisor and the Approving Official in block # 17 & # 18 before submitting to the Budget Official.
3. Budget Official will complete # 19 and sign # 20.
4. The local organization will also complete # 19 for rental car, official phone calls, and faxes when necessary. ACTEDS funds **are not authorized** for these items.
5. Budget Official will complete # 21 & # 22.

VII. ACTEDS Funds

Resources to support centrally-funded training (intern and leadership development) are allocated and distributed from the DCS, G-1, Army Civilian Training, Education, and Development System (ACTEDS) account to Major Army Commands (MACOMs) or other appropriate headquarters/activities during quarterly funding distribution cycles. Travel, Transportation, and Per Diem

funding allocations are determined and authorized in accordance with the Joint Travel Regulation (JTR), Vol. II. The JTR can be found on this website: <http://www.dtic.mil/perdiem>. The use of ACTEDS funds is tied to the 2-year ACTEDS funding restriction and is limited to centrally funded interns who have been on ACTEDS rolls for less than 24 months.

Travel to Local Training Facilities - The participant may be authorized reimbursement for mileage in accordance with the appropriate rate, for the distance that exceeds the employee's commuting distance to the regular place of work and return, along with necessary parking fees and tolls.

Travel to Training Facilities Outside the Participant's Commuting Area - The training participant is authorized one trip to and from the training site and full per diem for Temporary Duty (TDY) during that trip. (Mileage reimbursement and per diem is limited to constructive cost of common carrier transportation and related per diem as determined in the JTR, Vol. II.)

Per Diem vs. Partial Permanent Change of Station (PCS) - An employee attending training located outside his/her permanent duty station for more than 30 calendar days is eligible to receive TDY allowances not to exceed 55% of the maximum per diem rates for the training location, or transportation for dependents and household goods to and from the training location. Such moves do not include per diem for dependents; non-temporary storage; real estate or unexpired lease expenses; or, miscellaneous expenses (JTR Vol. II). Cost comparisons will be used to determine which method for expense reimbursement is least costly to the Government.

Expenses NOT Authorized from ACTEDS Resources - Please contact the Human Resource Development (HRD) advisor at your local Civilian Personnel Advisory Center (CPAC) for additional information and instructions.



VIII. Graduation/Placement of Interns

The activity that trained the intern will place the intern upon graduation. Activities are encouraged to place ACTEDS interns against local Table of Distribution and Allowances (TDA) spaces before the intern completes the centrally funded training program when a local position becomes available. This will ensure a permanent position for the intern upon graduation. It will also free a central space for recruitment of another intern. When early placement is effected, training sites must ensure that the intern is allowed to complete his or her training program. This includes both OJT and formal classroom training. In this case, ACTEDS funds will be used for training expenses only and will not cover payroll costs.

| |
|--|
| Manpower and Force Management Career Program (CP26) |
|--|

If difficulty in placing a graduating intern is anticipated, the ACTEDS Management Branch of the Deputy Chief of Staff, G-1, will be informed no later than 90 days before the expected graduation date. The notice should contain the name, title, series, grade, expected date of graduation, geographic preferences, and any optional series and grade for which the intern is qualified. A current resume and the intern's most recent performance appraisal should accompany the notice. Upon receipt of the notice, Deputy Chief of Staff, G-1, will initiate a DA-wide search for a position in which to place the intern and will keep the MACOM, HQDA, or Independent Reporting Activity (IRA), advised of the status of the search. Deputy Chief of Staff, G-1, has the authority to direct placement of surplus interns to any appropriate vacancy DA-wide. When an appropriate vacancy is identified, Deputy Chief of Staff, G-1, will initiate action to reassign the intern to the vacancy identified. Directed placements will be coordinated with the CP26 Functional Chief Representative as indicated in AR 690-950, Chapter 3-25. Failure of the intern to accept the directed reassignment may result in separation. When no vacancies exist, interns will remain on the ACTEDS student detachment rolls until suitable vacancies occur. These interns will be promoted to their target grades on schedule if all requirements have been met. Recruitment against these spaces will not be authorized until placement of the surplus intern is accomplished.

Appendix A

Website Listing

AFMS – Army Force Management School

<http://www.afms1.belvoir.army.mil>

ALMC – Army Logistics Management College

<http://www.almc.army.mil>

AIPD - Army Institute for Professional Development

<http://www.atsc.army.mil/itsd/>

Career Program CP26

<http://www.asamra.army.pentagon.mil/cp26/>

CLTD - Civilian Leadership Training Division

<http://www.cgsc.army.mil/cal/cltd/>

CPOL – Army Civilian Personnel

<http://www.cpol.army.mil>

MITP – Master Intern Training Plan

http://cpol.army.mil/train/acteds/CP_26/app_f.pdf

NC CPOC - North Central Civilian Personnel Operations Center

<http://ncweb.ria.army.mil/dainterns/default.html>

Syracuse University

<http://www.asafm.army.mil/proponency/acpo.htm>

US Army Finance School

<http://www.finance.army.mil>

USAPA – US Army Publishing Agency

<http://www.usapa.army.mil>

USDA – US Department of Agriculture Graduate School

<http://grad.usda.gov/>

Appendix B

Army Regulations and Pamphlets

| | |
|---------------|--|
| AR 690-400 | Total Army Performance Evaluation System, Chapter 4302 |
| AR 690-950 | Career Management |
| DA PAM 350-59 | The Army Correspondence Course Program Catalog |
| DA PAM 690-43 | A Supervisors Guide to Career Development and Counseling for Career Program Employees |
| DA PAM 690-46 | Mentoring for Civilian Members of the Force |

Appendix C

Forms (Attached)

| | |
|-----------|--|
| DA 5227 | DA Employment and Mobility Agreement for DA ACTEDS Interns |
| DA 7222 | Senior System Civilian Evaluation Report |
| DA 7222-1 | Senior System Civilian Evaluation Report Support |
| DD 1556 | Request, Authorization, Agreement, Certification of Training & Reimbursement |
| DD 1610 | Request and Authorization for TDY Travel of DoD Personnel |

Individual Development Plan Agreement
Master Intern Training Plan

DA EMPLOYMENT AND MOBILITY AGREEMENT FOR DA ACTEDS INTERNS

For use of this form, see DA PAM 690-950; the proponent agency is ASA (M&RA).

Execution of the following agreement is required as a condition of employment upon entrance into the position of _____ in the _____ career program.
(Position title, series and grade)

Selection for the position is contingent upon the selectee's timely execution of this agreement.

1. Management acknowledges the obligation to exercise judgment and integrity in providing required training and directing permanent placement for interns.

2. The intern understands:

a. The requirements of the intern training plan for the career program which are set forth in the career program regulations AR 690-950, chap 3.

b. Location of Initial Training Site: _____

c. Entrance on Duty (EOD) Date: _____

d. Normal duration of training: _____ (may be
lengthened not to exceed 6 months IAW AR 690-950, chap 3.)

e. During tenure in the Career Intern Program, promotions are dependent upon successful performance and completion of required training and recommendation by the supervisor, as follows:

(1) Entry Grade _____ (2) Target Grade _____

(3) Minimum Time to Grade _____ is _____ months.

(4) Minimum Time to Grade _____ is _____ months.

(5) Minimum Time to Grade _____ is _____ months.

(6) Minimum Time to Grade _____ is _____ months.

DA EMPLOYMENT AND MOBILITY AGREEMENT FOR DA ACTEDS INTERNS (cont.)

f. Activity Career Program Manager (*ACPM*) will certify successful completion of training prior to promotion to target level.

g. Promotion beyond the target grade will be consistent with the office of Personnel Management's merit promotion policy, appropriate DA career management regulations, and local merit promotion plans.

h. Normally, interns are expected to remain with the Department of the Army for a period equal to the length of their training.

3. The intern understands and agrees to accept:

a. Permanent Changes of Station (*PCS*) and temporary training or developmental assignments at various installations and training sites during the internship as directed by the Command Career Program Manager or DA Functional Chief in _____ career program.

b. Assignment to a permanent duty location (*PDL*) wherever management determines to be appropriate prior to or upon completion of the internship. Intern preferences for PDL will be considered.

4. Appropriate pay adjustments will be provided in the inservice placement of current Federal employees within the entry level grade for which selected and initial PCS benefits may be provided under controlling regulations.

5. Authorized travel and transportation expenses incident to temporary duty or PCS, after EOD, may be provided.

6. Failure to comply with this agreement may result in separation in accordance with applicable regulations.

7. This agreement may be terminated or modified by ASA (M&RA) with concurrence of the civilian personnel director or designated representative at the command level at which the agreement is approved for reasons which are in the best interests of the Army by issuing a written notice to that effect.

8. The intern, or the activity on behalf of the intern, may request in writing request to their Major Army Command for release from the provisions of this agreement if subsequent circumstances become such that undue hardships or gross inequity would result if release were not granted.

(See AR 690-950, chap 3.)

INTERN'S SIGNATURE

DATE (YYYYMMDD)

CIVILIAN PERSONNEL REPRESENTATIVE'S SIGNATURE

DATE (YYYYMMDD)

SENIOR SYSTEM CIVILIAN EVALUATION REPORT

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - ADMINISTRATIVE DATA

| | | |
|---|---|--|
| a. NAME (Last, First, Middle Initial) | b. SSN | c. POSITION TITLE, PAY PLAN, SERIES AND GRADE |
| d. ORGANIZATION/INSTALLATION | | e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN |
| f. PERIOD COVERED (YYYYMMDD) FROM THRU | g. RATED MOS. <input type="checkbox"/> | h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE |

PART II - AUTHENTICATION

| | | |
|--|--------------------|------|
| a. NAME OF RATER (Last, First, Middle Initial) | SIGNATURE | DATE |
| GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT | | |
| b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI) | SIGNATURE | DATE |
| GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT | | |
| c. NAME OF SENIOR RATER (Last, First, Middle Initial)(If used) | SIGNATURE | DATE |
| GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT | | |
| d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data. | SIGNATURE OF RATEE | DATE |

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

| | | | | | | |
|---|-----------------|---------------|----|----------------------------------|---|---|
| a. SES - AWARD, BONUS/ SALARY INCREASE | RECOMMENDATIONS | | | | b. ST, SL, GM, GS, WS - PERFORMANCE AWARD/QSI | |
| | RATING (1) | SALARY (2) | | PERFORMANCE AWARD - BONUS (3) | | PERCENT OF SALARY (EXCLUDES Locality Pay) % (OR) |
| | | YES | NO | YES | NO | AMOUNT \$ (OR) |
| RECOMMENDING OFFICIALS | | | | | | QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI) |
| RATER | | | | | | TO (Grade/Step): |
| INTERMEDIATE RATER | | | | | | AWARD APPROVED BY |
| PERFORMANCE REVIEW BOARD | | | | | | DATE (YYYYMMDD) |
| SENIOR RATER | | ES | | \$ | | FUND CITE |

PART IV - DUTY DESCRIPTION (Rater)DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: ☐ YES ☐ NO**PART V - VALUES (Rater)**

| | |
|---|-----------------|
| VALUES Loyalty Duty Respect Selfless service Honor Integrity Personal courage | BULLET COMMENTS |
|---|-----------------|

| | | |
|--|--|-----|
| PERIOD COVERED (YYYYMMDD) | RATEE'S NAME | SSN |
| PART VI - PERFORMANCE EVALUATION (Rater) | | |
| <p>a. PERFORMANCE DURING THIS RATING PERIOD</p> <p>Comparison of individual objectives against accomplishments and DA-established performance standards resulted in the following objectives ratings:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input type="checkbox"/> Excellence 75% or More Obj </div> <div style="text-align: center;"> <input type="checkbox"/> Excellence 25-74% Obj </div> <div style="text-align: center;"> <input type="checkbox"/> Success All or Excellence 1-24%Obj </div> <div style="text-align: center;"> <input type="checkbox"/> Needs Improvement 1 or More Obj </div> <div style="text-align: center;"> <input type="checkbox"/> Fails 1 or More Obj </div> </div> <p>Includes Excellence in Org Mgt/Ldshp OR EEO/AA Obj for supv/mgr <input type="checkbox"/> Yes <input type="checkbox"/> No </p> | | |
| <p>b. BULLET EXAMPLES</p> | | |
| PART VII - INTERMEDIATE RATER (Optional) | | |
| <p>BULLET COMMENTS</p> | | |
| PART VIII - SENIOR RATER (if used) or RATER (no senior rater used) | PART IX - SENIOR RATER (if used) | |
| <p>OVERALL PERFORMANCE RATING</p> <div style="display: flex; align-items: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">1</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">2</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">3</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">4</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">5</div> <div style="margin-left: 10px;"> <div style="font-size: 3em; line-height: 1;">}</div> <div style="margin-top: 10px;"> <p>SUCCESSFUL</p> <p>FAIR</p> <p>UNSUCCESSFUL (MUST Have Senior Rater Review)</p> </div> </div> </div> | <p>BULLET COMMENTS (Performance/Potential)</p> <div style="height: 150px; margin-top: 10px;"></div> <div style="margin-top: 20px;"> <p>A completed DA Form 7222-1 was received with this report and considered in my evaluation and review:</p> <div style="display: flex; justify-content: flex-start;"> <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain) </div> </div> | |

SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - RATEE IDENTIFICATIONa. NAME OF RATEE (*Last, First, Middle Initial*) b. PAY PLAN, SERIES/GRADE c. ORGANIZATION/INSTALLATION**PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:**

| | | |
|--|------|----------|
| RATER | NAME | POSITION |
| INTERMEDIATE RATER (<i>Optional</i>) | NAME | POSITION |
| SENIOR RATER | NAME | POSITION |

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSIONThe following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period
_____ to _____ took place:

| | DATES | RATEE INITIALS | RATER INITIALS | INTERMEDIATE RATER INITIALS | SENIOR RATER INITIALS (<i>If used</i>) | DATE |
|----------|-------|----------------|-------------------|--------------------------------|---|------|
| INITIAL | | | | | | |
| MIDPOINT | | | | | | |

PART IV - RATEE (*Complete a, b, c below for this rating period*)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS:

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

c. LIST YOUR SIGNIFICANT CONTRIBUTIONS

SIGNATURE AND DATE

PART V - PERFORMANCE STANDARDS - SENIOR SYSTEM CIVILIAN POSITIONS

To derive Objectives ratings, apply the applicable performance standards below; the standards are written at the SUCCESS level, e.g., Ratee, in most cases:

TECHNICAL COMPETENCE. Exhibits technical knowledge, skills, and abilities to get desired results within established time frames and with the appropriate level of supervision. Sets and meets realistic milestones. Establishes priorities that reflect mission and organizational needs. Plans so that adequate resources are available. Makes prompt and sound decisions.

INNOVATION/INITIATIVE. Develops and implements or suggests better ways of doing business--methods, equipment, processes, resources. Seeks/accepts developmental opportunities. Serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal knowledge and advance state-of-the-art of profession.

RESPONSIBILITY/ACCOUNTABILITY. Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort, continuous process/product improvement and customer satisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.

WORKING RELATIONSHIPS. Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable compromise in areas of difference.

COMMUNICATION. Provides or exchanges accurate/complete oral and written ideas and information in a timely manner. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevant individuals and functions are included in/informed of decisions and actions.

FOR SUPERVISORY POSITIONS ONLY:

ORGANIZATIONAL MANAGEMENT AND LEADERSHIP. Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example. Implements/complies with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and efficiency. Takes timely and appropriate personnel actions. Develops subordinates through mentoring, counseling, providing challenging training and work assignments and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

**DD FORM 1556 -
REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT**

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Sections 4101 - 4118; and E.O. 9397.

PRINCIPAL PURPOSE(S): To request training by employees or military personnel and to document the authorization for expenses of such training, agreements for continuation in service following training, certificates of training, and any reimbursement obligations contracted by personnel or employees as a result of receiving training.

ROUTINE USE(S): Civilian training information is provided to Office of Personnel Management (OPM) for data reporting purposes stipulated in 5 U.S.C. 4115.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in your ineligibility for participating in this training.

GENERAL INSTRUCTIONS

This is a multi-purpose form. It will be used for all training incidents. Specific guidelines for data input will be set by each DoD component. Data required by the Office of Personnel Management.

COPY DISTRIBUTION

Copy 1: File in the training/personnel folder.

Copy 2: For Agency ADP System.

Copy 3: Give vendor to nominate employee.

Copy 4: Give vendor as the obligation for approved costs.

Copy 5: Give vendor to return to confirm nomination status.

Copy 6: Give finance office to authorize payments.

Copy 7: Give finance office to authorize any separate payments for books, material or other costs.

Copy 8: Give employee.

Copy 9: Use to evaluate training.

Copy 10: Keep at originating office.

COMPLETION INSTRUCTIONS

Item A - May be found in items 33 and 35 of Standard Form 50, "Notification of Personnel Action," when/if required.

Item B - Follow DoD component instructions.

Item C - Follow local procedures. Normally X beside "initial."

Item D - If this is an amendment, enter number.

SECTION A - TRAINEE / APPLICANT INFORMATION

Item 1 - Fill in trainee's name. If more than one nominee, list on separate sheet.

Item 2 - Enter first five letters of trainee's last name.

Item 3 - Enter trainee's Social Security number.

Item 4 - Enter appropriate code for trainee's educational level.

- | | |
|--|-----------------------------------|
| 00 - Not applicable | 11 - 3 years of college |
| 01 - No formal or some elementary | 12 - 4 years of college |
| 02 - Elementary graduate | 13 - Bachelor Degree |
| 03 - Some high school | 14 - Post Bachelor |
| 04 - High school graduate or certificate of equivalency | 15 - 1st Professional |
| 05 - Terminal Occupational Program (TOP) | 16 - Post 1st Professional |
| 06 - TOP Certificate | 17 - Master Degree |
| 07 - Started college | 18 - Post Master |
| 08 - 1 year of college | 19 - 6th year Degree |
| 09 - 2 years of college | 20 - Post 6th year |
| 10 - Associate Degree | 21 - Doctorate Degree |
| | 22 - Post Doctorate |

Item 5 - Enter years and months of continuous Federal Government service.

Item 6 - Follow local procedures.

Item 7 - Follow local procedures.

Item 8 - Self-explanatory.

Item 9 - Self-explanatory.

Item 10 - Self-explanatory.

Item 11 - Enter trainee's organization name.

Item 12 - Enter trainee's organization mailing address.

Item 13 - Enter submitting organization's six digit unit identification code (UIC). *(See DoD component instructions.)*

Item 14 - Enter appropriate code or abbreviation.

- | | |
|--------------------------------|---------------------------|
| CC - Career Conditional | 1 - Regular |
| C - Career | 2 - Reserve |
| T - Temporary | 3 - National Guard |
| E - Excepted | I - Intermittent |

Item 15 - To be computed and filled in by the nominating training office.

Item 16 - Self-explanatory

SECTION B - TRAINING COURSE DATA

Items 17, 18, and 19 - Self explanatory.

Item 20 - Course Codes. See back.

Item 21 - Total hours are determined by multiplying hours attended per week by the number of weeks of the course. Duty and non-duty hours are self-explanatory. Enter one hour or more; round fractions up.

Item 22a - Follow DoD component instruction.

Item 22b - Enter training source catalog/course ID number.

Item 22c - Follow local procedures.

Items 23a & b - Enter in year, month, day sequence the course dates *(In YYYYMMDD format, e.g., June 15, 2000 would be entered as 20000615).*

DD FORM 1556 INSTRUCTIONS *(Continued)*

SECTION B - TRAINING COURSE DATA *(Continued)*

Item 20 - COURSE CODES - Enter appropriate codes from those listed below.

A - PURPOSE

- | | |
|---------------------------------|-----------------------------------|
| 1 - Mission or program change | 5 - Meet future staffing needs |
| 2 - New technology | 6 - Develop unavailable skills |
| 3 - New work assignment | 7 - Trade or craft apprenticeship |
| 4 - Improve present performance | 8 - Orientation |
| | 9 - Adult basic education |

B - TYPE

- | | |
|---|-----------------------------|
| 1 - Executive and management | 5 - Specialty and technical |
| 2 - Supervisory | 6 - Clerical |
| 3 - Legal, medical, scientific or engineering | 7 - Trade or craft |
| 4 - Administration and analysis | 8 - Orientation |
| | 9 - Adult basic education |

C - SOURCE

- | | |
|---------------------|---|
| A - US Army | S - Defense Logistics Agency |
| D - Other DoD | 2 - Government-Interagency |
| F - US Air Force | 3 - Non-Government, designed for agency |
| M - US Marine Corps | 4 - Non-Government - off-shelf |
| N - US Navy | 5 - State or local Government |

D - SPECIAL INTEREST

- 0 - No special program 1 - Executive Development 2 - Supervision

E - TRAINING VENDOR

Follow DoD component instructions.

F - SECURITY CLEARANCE OF COURSE

- U - Unclassified C - Confidential S - Secret T - Top Secret

G - ALLOCATION STATUS

- 1 - Primary 2 - Alternate 3 - Space Available

H - PRIORITY

Enter priority 1, 2, or 3 in accordance with DoD Instruction 1400.25-M, chapter 410.

I - TRAINING LEVEL

- | | | |
|-----------------|------------------------|----------------------------|
| 1 - Elementary | 3 - Vocational/ | 4 - College, undergraduate |
| 2 - High School | Technical/Secretarial/ | 5 - College, graduate |
| | Business/Commercial/ | 6 - College, post graduate |
| | Administrative | |

J - METHOD OF TRAINING

- | | |
|----------------------------------|--------------------------|
| 1 - On-the-job training (formal) | 6 - Directed study |
| 2 - Rotation of work assignment | 7 - Classroom (resident) |
| 3 - Seminar (training) | 8 - Classroom (on site) |
| 4 - Conference/meeting/symposium | 9 - Test/Equivalency |
| 5 - Correspondence | |

K - TRAINING PROGRAM

Follow DoD component instructions.

L - REASON FOR SELECTION OF COURSE

- 1 - Quality of training
- 2 - Most cost effective
- 3 - Unique capability of training source
- 4 - Location
- 5 - Not available in Government
- 6 - Incidental to procurement of equipment
- 7 - Timeliness

SECTION C - COSTS AND BILLING INFORMATION

Item 24 - X if applicable.

Items 25a & b - Enter dollars and cents.

Item 25c - Sum of items 25a & b. *(See Note below)*

Item 25d - Follow DoD component instructions.

Items 26a & b - Enter dollars and cents.

Item 26c - Sum of items 26a & b. *(See Note below)*

Items 27 & 29 - For finance office use. Enter only one accounting classification on each DD 1556.

Items 28 & 31 - Follow local procedures.

Item 30 - Sum of items 25c & 26c.

Note: For a group, totals are for all trainees.

SECTION D - APPROVALS/CONCURRENCE/ CERTIFICATION

Item 32 - To be certified/signed by supervisor of trainee.

Item 33 - To be certified/signed by the official designated CPO Head of Training.

Item 34 - Follow local procedures.

Item 35 - School official complete, sign, date and return copy 5.

Item 36 - If course completed, enter date and grade; if not, return form with explanatory memo to Training Officer identified in item 33.

Items 37 & 38 - Follow local procedures.

SECTION E - TRAINEE AGREEMENT/CERTIFICATION

(Back of Copy 1)

The trainee (applicant) must read and understand the statements contained in this section. If there are any questions, please contact the nominating activity Training Office.

Item 38f - To be completed by nominating Training Office.

Item 39 - To be signed and dated by employee nominated for non-government training.

SECTION F - TRAINING VENDOR

(Back of Copies 3, 4 & 5)

Items 40 & 43 - Instructions on back of copy 3.

Item 44 - Back of Copy 5 - Mailing Address Nominating Agency - To be filled in by nominating Training Office.

SECTION G - FINANCE

(Back of Copies 6 & 7)

Items 45, 46, or 47 as appropriate, filled in by the nominating activity Training Office.

SECTION H - EVALUATION

(Copy 9)

To be completed by trainee and immediate supervisor after training is completed *(following agency instructions)*.

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

| | | | |
|--|--|---|------------------|
| A. AGENCY CODE AND SUBELEMENT, AND SUBMITTING OFFICE NUMBER (xx-xx-xxxx) | B. STANDARD DOCUMENT NUMBER (Org. identifier/FY/Doc./type code/Serial Number) | C. REQUEST STATUS OR PROCESS CODE (X one) | D. AMENDMENT NO. |
| | | (1) Initial | (2) Resubmission |
| | | (3) Correction | (4) Cancellation |

SECTION A - TRAINEE / APPLICANT INFORMATION

| | | | | |
|---|--|---------------------------|--|---|
| 1. NAME (Last, First, Middle Initial) | 2. 1st 5 LETTERS OF LAST NAME | 3. SOCIAL SECURITY NUMBER | 4. ED. LEVEL | 5. CONTINUOUS FEDERAL SVC. a. Years b. Months |
| 6. HOME ADDRESS (Street, City, State and ZIP Code) (optional) | 7. TELEPHONE NUMBERS (Include area code) | | 8. POSITION TITLE | |
| | a. Home b. Office | | | |
| 11. ORGANIZATION NAME | (1) Commercial | | 9. POSITION LEVEL (X one) | |
| | (2) DSN | | a. Executive | |
| 12. ORGANIZATION MAILING ADDRESS (Include ZIP Code) | 13. ORGANIZATION UIC | | 10. PAY PLAN/SERIES/GRADE/STEP (Rank/MOS/AFSC/or Navy Designator) | |
| | 16. ARE YOU HANDICAPPED OR DISABLED? (X one) | | b. Manager | |
| | Yes | | c. Supervisory | |
| | No | | 14. TYPE OF APPOINTMENT | |
| | | | 15. NO. PRIOR NON-GOVERNMENT TRAINING DAYS | |
| | | | e. Other (Specify) | |

SECTION B - TRAINING COURSE DATA

| | | | | |
|--|-----------------------|--------------------------------|---|-----------------------|
| 17. COURSE TITLE | | | | |
| 18. TRAINING OBJECTIVES (Benefits to be derived by the Government) | | | 19. RECOMMENDED TRAINING SOURCE, SCHOOL OR FACILITY | |
| | | | a. Name b. Mailing Address (Include ZIP Code) | |
| 20. COURSE CODES | | | c. Location of Training Site (If other than 19b) | |
| a. Purpose | f. Security Clearance | k. Training Program | | |
| b. Type | g. Allocation Status | l. Reason for Selection | 21. COURSE HOURS (4 digits) | |
| c. Source | h. Priority | 23. TRAINING PERIOD (YYYYMMDD) | 22. COURSE IDENTIFIERS | |
| d. Special Interest | i. Training Level | a. Start | a. Duty | a. SAID |
| e. Training Vendor | j. Method of Training | b. Complete | b. Non-duty | b. Catalog/Course No. |
| | | | c. TOTAL | c. Offering/TLN |

SECTION C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)

| | | | | |
|---|-----------------|---|--|-------------------------------|
| 24. IF TRAINING DOES NOT INVOLVE EXPENDITURE OF FUNDS OTHER THAN SALARY, PAY OR COMPENSATION, skip the remainder of questions in Section C and X this box | | | | |
| 25. DIRECT COSTS | | 26. INDIRECT COSTS (For information only) | | 27. ACCOUNTING CLASSIFICATION |
| a. Tuition cost | | a. Travel cost | | |
| b. Books, material, other costs | | b. Per diem/other costs | | |
| c. Total direct costs | | c. Total indirect costs | | |
| d. Funding source | 28. LABOR COSTS | | 29. SIGNATURE OF FISCAL OFFICER (Follow local procedure) | |
| 31. JOB ORDER NO. | | 30. TOTAL OF DIRECT & INDIRECT COSTS | | |

SECTION D - APPROVAL/CONCURRENCE/CERTIFICATION

| | | | |
|--|-------------------------------------|--|--------------------------------------|
| 32. SUPERVISOR: I certify training is job related and nominee meets prerequisites. (If not, attach waiver.) | | 33. TRAINING OFFICER: I certify this training meets regulatory requirements. | |
| a. Typed Name (Last, First, Middle Initial) | b. Phone Number (Include area code) | a. Typed Name (Last, First, Middle Initial) | b. Phone Number (Include area code) |
| c. Signature & Title | | d. Date (YYYYMMDD) | |
| 34. AUTHORIZING OFFICIAL | | 35. COURSE ACCEPTANCE (To be completed by school official) | |
| a. Action (X one) | (1) Approved (2) Disapproved | a. Accepted | c. School Official Signature |
| b. Typed Name (Last, First, Middle Initial) | c. Phone Number (Include area code) | b. Not Accepted | d. Date (YYYYMMDD) |
| d. Signature & Title | | 36. COURSE COMPLETION (To be completed by school official) | |
| e. Date (YYYYMMDD) | | a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. | b. Actual Completion Date (YYYYMMDD) |
| 37. BILLING INSTRUCTIONS (Identify discount terms % days.) Furnish original invoice and 3 copies to: | | d. Signature & Title | c. Grade |
| | | e. Date (YYYYMMDD) | |
| 38. CERTIFYING GOVERNMENT OFFICIAL | | | |
| a. I certify that this account is correct and proper for payment in the amount of: \$ | | | |
| b. Signature & Title | | c. Date Signed (YYYYMMDD) | |
| d. DSSN Number | e. Check Number | f. Voucher Number | |

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.

X the appropriate copy designator.

☐ Copy 3- VENDOR (REQUEST DOCUMENT)☐ Copy 4- VENDOR (FINANCE)☐ Copy 5- VENDOR (AGENCY)**REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT**

| | | | | |
|--|--|---|------------------|------------------|
| A. AGENCY CODE AND SUBELEMENT, AND SUBMITTING OFFICE NUMBER (xx-xx-xxxx) | B. STANDARD DOCUMENT NUMBER (Org. identifier/FY/Doc./type code/Serial Number) | C. REQUEST STATUS OR PROCESS CODE (X one) | | D. AMENDMENT NO. |
| | | (1) Initial | (2) Resubmission | |
| | | (3) Correction | (4) Cancellation | |

SECTION A - TRAINEE / APPLICANT INFORMATION

| | | | | |
|---|--|----------------------------|--|--|
| 1. NAME (Last, First, Middle Initial) | 2. 1st 5 LETTERS OF LAST NAME | 4. ED. LEVEL | 5. CONTINUOUS FEDERAL SVC. a. Years b. Months | |
| 6. HOME ADDRESS (Street, City, State and ZIP Code) (optional) | 7. TELEPHONE NUMBERS (Include area code) | | 8. POSITION TITLE | |
| | a. Home b. Office | | 9. POSITION LEVEL (X one) | |
| 11. ORGANIZATION NAME | (1) Commercial (2) DSN | a. Executive b. Manager | 10. PAY PLAN/SERIES/GRADE/STEP (Rank/MOS/AFSC/or Navy Designator) | |
| 12. ORGANIZATION MAILING ADDRESS (Include ZIP Code) | 13. ORGANIZATION UIC | | 14. TYPE OF APPOINTMENT | 15. NO. PRIOR NON-GOVERNMENT TRAINING DAYS |
| | 16. ARE YOU HANDICAPPED OR DISABLED? (X one) | Yes No | | |

SECTION B - TRAINING COURSE DATA

| | | | | | | | | | |
|--|--|-----------------------|--|--------------------------------|---|-----------------------------|--|------------------------|--|
| 17. COURSE TITLE | | | | | 19. RECOMMENDED TRAINING SOURCE, SCHOOL OR FACILITY | | | | |
| 18. TRAINING OBJECTIVES (Benefits to be derived by the Government) | | | | | a. Name | | | | |
| | | | | | b. Mailing Address (Include ZIP Code) | | | | |
| 20. COURSE CODES | | | | | c. Location of Training Site (If other than 19b) | | | | |
| a. Purpose | | f. Security Clearance | | k. Training Program | | 21. COURSE HOURS (4 digits) | | 22. COURSE IDENTIFIERS | |
| b. Type | | g. Allocation Status | | l. Reason for Selection | | a. Duty | | a. SAID | |
| c. Source | | h. Priority | | 23. TRAINING PERIOD (YYYYMMDD) | | b. Non-duty | | b. Catalog/Course No. | |
| d. Special Interest | | i. Training Level | | a. Start | | c. TOTAL | | c. Offering/TLN | |
| e. Training Vendor | | j. Method of Training | | b. Complete | | | | | |

SECTION C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)

| | | | | | | | | | |
|---|--|--|---|--|--|--|--|--|--------------------------------------|
| 24. IF TRAINING DOES NOT INVOLVE EXPENDITURE OF FUNDS OTHER THAN SALARY, PAY OR COMPENSATION, skip the remainder of questions in Section C and X this box → | | | | | | | | | |
| 25. DIRECT COSTS | | | 26. INDIRECT COSTS (For information only) | | | 27. ACCOUNTING CLASSIFICATION | | | |
| a. Tuition cost | | | a. Travel cost | | | | | | |
| b. Books, material, other costs | | | b. Per diem/other costs | | | | | | |
| c. Total direct costs | | | c. Total indirect costs | | | | | | |
| d. Funding source | | | 28. LABOR COSTS | | | 29. SIGNATURE OF FISCAL OFFICER (Follow local procedure) | | | 30. TOTAL OF DIRECT & INDIRECT COSTS |
| 31. JOB ORDER NO. | | | | | | | | | |

SECTION D - APPROVAL/CONCURRENCE/CERTIFICATION

| | | | | | | | | | | | |
|---|--|-------------------------------------|--------------------|-------------------|--|-------------|--------------------------------------|------------------------------|----------|--|--|
| 32. SUPERVISOR: I certify training is job related and nominee meets prerequisites. | | | | | 33. TRAINING OFFICER: I certify this training meets regulatory requirements. | | | | | | |
| a. Typed Name (Last, First, Middle Initial) | | b. Phone Number (Include area code) | | | a. Typed Name (Last, First, Middle Initial) | | b. Phone Number (Include area code) | | | | |
| c. Signature & Title | | | d. Date (YYYYMMDD) | | c. Signature & Title | | | d. Date (YYYYMMDD) | | | |
| 34. AUTHORIZING OFFICIAL | | | | | 35. COURSE ACCEPTANCE (To be completed by school official) | | | | | | |
| a. Action (X one) → | | (1) Approved | | (2) Disapproved | | a. Accepted | | c. School Official Signature | | | |
| b. Typed Name (Last, First, Middle Initial) | | c. Phone Number (Include area code) | | | b. Not Accepted | | d. Date (YYYYMMDD) | | | | |
| d. Signature & Title | | | e. Date (YYYYMMDD) | | 36. COURSE COMPLETION (To be completed by school official) | | | | | | |
| 37. BILLING INSTRUCTIONS (Identify discount terms % days.) Furnish original invoice and 3 copies to: | | | | | a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. → | | b. Actual Completion Date (YYYYMMDD) | | c. Grade | | |
| | | | | | d. Signature & Title | | | e. Date (YYYYMMDD) | | | |
| | | | | | 38. CERTIFYING GOVERNMENT OFFICIAL | | | | | | |
| a. I certify that this account is correct and proper for payment in the amount of: \$ | | | | | b. Signature | | | | | | |
| | | | | | c. Date Signed (YYYYMMDD) | | | | | | |
| d. DSSN Number | | e. Check Number | | f. Voucher Number | | | | | | | |

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Sections 4101 - 4118; and E.O. 9397.

PRINCIPAL PURPOSE(S): To request training by employees or military personnel and to document the authorization for expenses of such training, agreements for continuation in service following training, certificates of training, and any reimbursement obligations contracted by personnel or employees as a result of receiving training.

ROUTINE USE(S): Civilian training information is provided to Office of Personnel Management (OPM) for data reporting purposes stipulated in 5 U.S.C. 4115.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in your ineligibility for participating in this training.

SECTION E - TRAINEE AGREEMENT/CERTIFICATION

38. AGREEMENT TO CONTINUE IN SERVICE

This agreement applies to all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

- a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)
- b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)
- c. If I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.
- d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

f. Period of obligated service:

(1) From (Enter date (YYYYMMDD))

(2) To (Enter date (YYYYMMDD))

39. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.

a. TRAINEE SIGNATURE

b. DATE SIGNED (YYYYMMDD)

INSTRUCTIONS FOR TRAINING VENDOR

(Copies 3, 4, 5)

Copy No. 3 - VENDOR TRAINING REQUEST OR NOMINATION FORM

Copy No. 4 - This document, when completed, represents the nominating agency's obligation to pay all approved training costs. Amounts are estimated in Section C. Please send all bills to the office indicated in item 37 and refer to number in item B (Standard Document Number) upper right hand corner of form.

Copy No. 5 - Return this copy to the nominating agency indicated in item 44 after completion of items 40 - 42.

Please contact the Agency Training Officer indicated in item 33 for any additional information.

BILLING INSTRUCTIONS

Place standard document number (Item B top of form) and appropriation/fund chargeable number (Item 27) on all four copies of invoice: identify discount terms, % and number of days on invoice: mail invoice to address listed in block 37.

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SECTION F - TRAINING VENDOR

40. NOMINATION STATUS *(X one)*

41. FIRST TRAINING SESSION

a. Selected as nominated

a. Date

b. Time

b. Not selected *(See remarks)*

(YYYYMMDD)

c. Selected for alternative dates *(See remarks)*

43. MAILING ADDRESS OF TRAINEE *(Fold where indicated and insert in window envelope.)*

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42. REMARKS

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D**47. OPTIONAL ALTERNATE PAYMENT PROCEDURES** *(Fill in appropriate items)***a. ADVANCE METHOD**

- (1) Check in the amount of \$ _____ payable to the training facility/vendor and covering Section C, Item 25 *(insert (a), (b), or (c), as appropriate)* _____ will be delivered to you for delivery to the training facility/vendor. **OR**
- (2) Check in the amount of \$ _____ covering Section C, Item 25 *(insert (a), (b), or (c), as appropriate)* _____ will be issued to you. You will obtain a receipt for each expenditure of these funds. The receipt for the check to the training facility/vendor will show the check number. Other receipts will show the item purchased, the amount paid and the vendor's name and address. As soon as feasible after all purchases have been made, you will prepare and forward to *(enter name and address)*

_____ the signed original and two copies of enclosed Standard Form 1164, together with all receipts and a check or money order payable to *(enter name and address)*

_____ for the unexpended balance of these DoD funds, if any.

b. REIMBURSEMENT METHOD

Payment to you for Section C, item 25 *(insert (a), (b), or (c), as appropriate)* _____ will be made upon presentation of evidence of satisfactory completion of the training assignment and receipt for items related to training paid by you.

c. Action *(X one)***d. Authorizing Official**

(1) Approved

(1) Typed Name *(Last, First, Middle Initial)*

(4) Telephone Numbers

(2) Signature

(a) Commercial ()

(2) Disapproved

(3) Title

(b) DSN

(5) Date Signed *(YYYYMMDD)*F
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D**SECTION F - TRAINING VENDOR****40. NOMINATION STATUS** *(X one)***41. FIRST TRAINING SESSION**

a. Selected as nominated

a. Date

b. Time

b. Not selected *(See remarks)**(YYYYMMDD)*c. Selected for alternative dates *(See remarks)***43. MAILING ADDRESS OF TRAINEE** *(Fold where indicated and insert in window envelope.)*

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42. REMARKS

SECTION G - FINANCE

45. PAYMENT AUTHORIZED FOR TRAINING

| | | |
|--------------|----------------------------|--------------------|
| a. Signature | b. Amount to be Paid \$ | c. Date (YYYYMMDD) |
|--------------|----------------------------|--------------------|

46. RECORD OF PAYMENT

| | | |
|--------------|----------------------|--------------------|
| a. Signature | b. Amount Paid \$ | c. Date (YYYYMMDD) |
| d. Remarks | | |

47. OPTIONAL ALTERNATE PAYMENT PROCEDURES (Fill in appropriate items)

a. ADVANCE METHOD

(1) Check in the amount of \$ _____ payable to the training facility/vendor and covering Section C, Item 25 (*insert (a), (b), or (c), as appropriate*) _____ will be delivered to you for delivery to the training facility/vendor. **OR**

(2) Check in the amount of \$ _____ covering Section C, Item 25 (*insert (a), (b), or (c), as appropriate*) _____ will be issued to you. You will obtain a receipt for each expenditure of these funds. The receipt for the check to the training facility/vendor will show the check number. Other receipts will show the item purchased, the amount paid and the vendor's name and address. As soon as feasible after all purchases have been made, you will prepare and forward to (*enter name and address*) _____

the signed original and two copies of enclosed Standard Form 1164, together with all receipts and a check or money order payable to (*enter name and address*) _____

for the unexpended balance of these DoD funds, if any.

b. REIMBURSEMENT METHOD

Payment to you for Section C, item 25 (*insert (a), (b), or (c), as appropriate*) _____ will be made upon presentation of evidence of satisfactory completion of the training assignment and receipt for items related to training paid by you.

| c. Action (X one) | | d. Authorizing Official | |
|-------------------|--|---|----------------------------|
| (1) Approved | | (1) Typed Name (<i>Last, First, Middle Initial</i>) | (4) Telephone Numbers |
| | | (2) Signature | (a) Commercial () |
| (2) Disapproved | | (3) Title | (b) DSN |
| | | | (5) Date Signed (YYYYMMDD) |

SECTION G - FINANCE

45. PAYMENT AUTHORIZED FOR TRAINING

| | | |
|--------------|----------------------------|--------------------|
| a. Signature | b. Amount to be Paid \$ | c. Date (YYYYMMDD) |
|--------------|----------------------------|--------------------|

46. RECORD OF PAYMENT

| | | |
|--------------|----------------------|--------------------|
| a. Signature | b. Amount Paid \$ | c. Date (YYYYMMDD) |
|--------------|----------------------|--------------------|

| |
|------------|
| d. Remarks |
|------------|

47. OPTIONAL ALTERNATE PAYMENT PROCEDURES (Fill in appropriate items)

a. ADVANCE METHOD

(1) Check in the amount of \$ _____ payable to the training facility/vendor and covering Section C, Item 25 (*insert (a), (b), or (c), as appropriate*) _____ will be delivered to you for delivery to the training facility/vendor. **OR**

(2) Check in the amount of \$ _____ covering Section C, Item 25 (*insert (a), (b), or (c), as appropriate*) _____ will be issued to you. You will obtain a receipt for each expenditure of these funds. The receipt for the check to the training facility/vendor will show the check number. Other receipts will show the item purchased, the amount paid and the vendor's name and address. As soon as feasible after all purchases have been made, you will prepare and forward to (*enter name and address*) _____

the signed original and two copies of enclosed Standard Form 1164, together with all receipts and a check or money order payable to (*enter name and address*) _____

for the unexpended balance of these DoD funds, if any.

b. REIMBURSEMENT METHOD

Payment to you for Section C, item 25 (*insert (a), (b), or (c), as appropriate*) _____ will be made upon presentation of evidence of satisfactory completion of the training assignment and receipt for items related to training paid by you.

| | | | |
|--------------------------|--|---|----------------------------|
| c. Action (X one) | | d. Authorizing official | |
| (1) Approved | | (1) Typed Name (<i>Last, First, Middle Initial</i>) | (4) Telephone numbers |
| | | (2) Signature | (a) Commercial () |
| (2) Disapproved | | (3) Title | (b) DSN |
| | | | (5) Date signed (YYYYMMDD) |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Sections 4101 - 4118; and E.O. 9397.

PRINCIPAL PURPOSE(S): To request training by employees or military personnel and to document the authorization for expenses of such training, agreements for continuation in service following training, certificates of training, and any reimbursement obligations contracted by personnel or employees as a result of receiving training.

ROUTINE USE(S): Civilian training information is provided to Office of Personnel Management (OPM) for data reporting purposes stipulated in 5 U.S.C. 4115.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in your ineligibility for participating in this training.

SECTION E - TRAINEE AGREEMENT/CERTIFICATION

38. AGREEMENT TO CONTINUE IN SERVICE

This agreement applies to all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

- a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)
- b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)
- c. If I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.
- d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

(1) From (Enter date (YYYYMMDD))

(2) To (Enter date (YYYYMMDD))

f. Period of obligated service:

39. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.

a. TRAINEE SIGNATURE

b. DATE SIGNED (YYYYMMDD)

| REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT | | | | | | | | | | | | | | |
|---|--|-----------------------|---|--------------------------------|---------------------------|---|----------|--|--------------------------|----------------------------|---|--|-------------|--|
| A. AGENCY CODE AND SUBELEMENT, AND SUBMITTING OFFICE NUMBER (xx-xx-xxxx) | | | B. STANDARD DOCUMENT NUMBER (Org identifier/FY/Doc./type code/Serial Number) | | | C. REQUEST STATUS OR PROCESS CODE (X one) | | | D. AMENDMENT NO. | | | | | |
| | | | | | | (1) Initial | | | | | | (2) Resubmission | | |
| | | | | | | (3) Correction | | | | | | (4) Cancellation | | |
| SECTION A - TRAINEE / APPLICANT INFORMATION | | | | | | | | | | | | | | |
| 1. NAME (Last, First, Middle Initial) | | | 2. 1st 5 LETTERS OF LAST NAME | | 3. SOCIAL SECURITY NUMBER | | | 4. ED. LEVEL | | 5. CONTINUOUS FEDERAL SVC. | | | | |
| | | | | | | | | | | a. Years b. Months | | | | |
| 6. HOME ADDRESS (Street, City, State and ZIP Code) (optional) | | | 7. TELEPHONE NUMBERS (Include area code) | | | 8. POSITION TITLE | | | | | | | | |
| | | | a. Home | | | | | | | | | | | |
| | | | b. Office | | | 9. POSITION LEVEL (X one) | | | | | | | | |
| 11. ORGANIZATION NAME | | | (1) Commercial | | | | | | | | | 10. PAY PLAN/SERIES/GRADE/STEP (Rank/MOS/AFSC/or Navy Designator) | | |
| | | | (2) DSN | | | | | | | | | | | |
| 12. ORGANIZATION MAILING ADDRESS (Include ZIP Code) | | | 13. ORGANIZATION UIC | | | 14. TYPE OF APPOINTMENT | | 15. NO. PRIOR NON-GOVERNMENT TRAINING DAYS | | | | | | |
| | | | 16. ARE YOU HANDICAPPED OR DISABLED? (X one) | | | | | | | | | | | |
| | | | Yes | | | | | | | | | | | |
| | | | No | | | e. Other (Specify) | | | | | | | | |
| SECTION B - TRAINING COURSE DATA | | | | | | | | | | | | | | |
| 17. COURSE TITLE | | | | | | | | | | | | | | |
| 18. TRAINING OBJECTIVES (Benefits to be derived by the Government) | | | | | | 19. RECOMMENDED TRAINING SOURCE, SCHOOL OR FACILITY | | | | | | | | |
| | | | | | | a. Name | | | | | | | | |
| | | | | | | b. Mailing Address (Include ZIP Code) | | | | | | | | |
| 20. COURSE CODES | | | | | | c. Location of Training Site (If other than 19b) | | | | | | | | |
| | | | | | | | | | | | | | | |
| a. Purpose | | f. Security Clearance | | k. Training Program | | 21. COURSE HOURS (4 digits) | | | 22. COURSE IDENTIFIERS | | | | | |
| b. Type | | g. Allocation Status | | l. Reason for Selection | | | | | | | | | | |
| c. Source | | h. Priority | | 23. TRAINING PERIOD (YYYYMMDD) | | | a. Duty | | a. SAID | | | | | |
| d. Special Interest | | i. Training Level | | a. Start | | | | | | | | | b. Non-duty | |
| e. Training Vendor | | j. Method of Training | | b. Complete | | | c. TOTAL | | c. Offering / TLN | | | | | |
| SECTION H - EVALUATION | | | | | | | | | | | | | | |
| PART I (To be completed by trainee) | | | | | | | | | | | | | | |
| 48. WAS COURSE COMPLETED? (X one) | | | 49. ACTUAL COURSE DATES | | | 50. ACTUAL COURSE HOURS | | | 51. ACADEMIC GRADE/SCORE | | | | | |
| a. Yes | | | a. Commenced (YYYYMMDD) | | | b. Completed (YYYYMMDD) | | | | | | a. Duty | | |
| b. No (Return this form with a memo explaining circumstances) | | | | | | | | | | | | | | |
| 52. WERE ALL SESSIONS ATTENDED? (X one) | | | | | | | | | | | | | | |
| a. Yes | | | | | | | | | | | | | | |
| b. No (Explain) | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| AREAS OF EVALUATION | | | | | | | | | | RATING | | | | |
| <i>X appropriate column to indicate your evaluation of items 53 through 64. Do not attempt to split a rating.</i> | | | | | | | | | | A | B | C | | |
| 53. STATED OBJECTIVE ACCOMPLISHED | | | A = Yes | | | B = Partially | | | C = No | | | | | |
| 54. COVERAGE OF SUBJECT MATTER | | | A = Excellent | | | B = Sufficient | | | C = Poor | | | | | |
| 55. ORGANIZATION OF SUBJECT MATTER | | | A = Well organized | | | B = Adequate | | | C = Poorly organized | | | | | |
| 56. SUITABILITY OF INSTRUCTIONAL MATERIALS | | | A = Excellent | | | B = Adequate | | | C = Poor | | | | | |
| 57. LEVEL OF DIFFICULTY | | | A = Too advanced | | | B = Appropriate | | | C = Too elementary | | | | | |
| 58. LENGTH OF COURSE | | | A = Too long | | | B = Appropriate | | | C = Too short | | | | | |
| 59. AMOUNT OF OUTSIDE OR EVENING WORK | | | A = Too much | | | B = Appropriate | | | C = Insufficient | | | | | |
| 60. EFFECTIVENESS OF INSTRUCTORS | | | A = Excellent | | | B = Good | | | C = Poor | | | | | |
| 61. APPLICABILITY OF SUBJECT MATTER TO JOB | | | A = Significant | | | B = Adequate | | | C = Insignificant | | | | | |
| 62. FACILITIES | | | A = Excellent | | | B = Good | | | C = Poor | | | | | |
| 63. RECOMMENDATION TO COLLEAGUES | | | A = Highly recommend | | | B = Recommend | | | C = Not recommended | | | | | |
| 64. MEET CAREER DEVELOPMENT PLANS | | | A = Yes | | | B = No | | | C = Not applicable | | | | | |

SECTION H - EVALUATION (Continued)**PART II (To be completed by trainee)**

65. COMMENTS ON STRONG POINTS OF COURSE

66. COMMENTS ON WEAK POINTS OF COURSE

67. WHAT WERE YOUR OBJECTIVES IN TAKING THIS COURSE? WERE THEY MET?

68. DO YOU RECOMMEND THIS PROGRAM FOR OTHERS? IF SO, WHOM?

69. ADDITIONAL COMMENTS

70.a. SIGNATURE OF TRAINEE

b. Date signed
(YYYYMMDD)**PART III (To be completed by trainee's immediate supervisor)**

71. HAVE YOU DISCUSSED THIS COURSE AND ITS APPLICATION TO THE JOB WITH THE EMPLOYEE? (X one)

Yes

No

72. WERE THE OBJECTIVES OF THE TRAINING ACHIEVED?

73. ADDITIONAL COMMENTS

74.a. SIGNATURE OF SUPERVISOR

b. Date Signed
(YYYYMMDD)**PERSONNEL USE ONLY**

| | | | | | | | | | | | | | |
|--|--|-----|---|---------------------------|---------|--|--|------------------------------------|----------------------------|--|---|----|--|
| REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i> | | | | | | | | | | | 1. DATE OF REQUEST (YYYYMMDD) | | |
| REQUEST FOR OFFICIAL TRAVEL | | | | | | | | | | | | | |
| 2. NAME <i>(Last, First, Middle Initial)</i> | | | | 3. SOCIAL SECURITY NUMBER | | | | 4. POSITION TITLE AND GRADE/RATING | | | | | |
| 5. LOCATION OF PERMANENT DUTY STATION (PDS) | | | | | | 6. ORGANIZATIONAL ELEMENT | | | | 7. DUTY PHONE NUMBER <i>(Include Area Code)</i> | | | |
| 8. TYPE OF ORDERS | | | 9. TDY PURPOSE <i>(See JTR, Appendix H)</i> | | | | 10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> | | | b. PROCEED DATE <i>(YYYYMMDD)</i> | | | |
| 11. ITINERARY | | | <input type="checkbox"/> VARIATION AUTHORIZED | | | | | | | | | | |
| 12. TRANSPORTATION MODE | | | | | | | | | | | | | |
| a. COMMERCIAL | | | | b. GOVERNMENT | | | c. LOCAL TRANSPORTATION | | | | | | |
| RAIL | AIR | BUS | SHIP | AIR | VEHICLE | SHIP | CAR RENTAL | TAXI | OTHER | PRIVATELY OWNED CONVEYANCE <i>(Check one)</i> RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR | | | |
| <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i> | | | | | | | | | | <input type="checkbox"/> | | | |
| 13. | a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. | | | | 14. | b. OTHER RATE OF PER DIEM <i>(Specify)</i> | | | | | | | |
| 14. ESTIMATED COST | | | | | | | | | | 15. ADVANCE AUTHORIZED | | | |
| a. PER DIEM \$ | | | b. TRAVEL \$ | | | c. OTHER \$ | | | d. TOTAL \$ | | | \$ | |
| 16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> | | | | | | | | | | | | | |
| 17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i> | | | | | | | 18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i> | | | | | | |
| AUTHORIZATION | | | | | | | | | | | | | |
| 19. ACCOUNTING CITATION | | | | | | | | | | | | | |
| 20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i> | | | | | | | | | 21. DATE ISSUED (YYYYMMDD) | | | | |
| | | | | | | | | | 22. TRAVEL ORDER NUMBER | | | | |

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

16. REMARKS *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

**MANPOWER AND FORCE MANAGEMENT (CP26) INTERN
INDIVIDUAL DEVELOPMENT PLAN (IDP) AGREEMENT**

1. Employee Name: _____

2. Target Position: _____

3. Current Position: _____

4. Length of Time Covered by this IDP: 2 Years

5. Date IDP Developed: _____

6. This plan has been developed for Manpower and Force Management Career Program (CP26) interns who enter at the GS-343-__ level. It provides for a two-year training plan designed to produce an analyst at the GS-343-__ level who is qualified to perform journeyman level manpower and force management duties.

7. This plan consists of the following components:

a. Phase I: Basic introduction and progressive work at sub-journeyman level in the career program. A minimum of twelve months is required to progress to the next higher grade.

b. Phase II: A one-year period of advance training designed to produce an intern who is qualified to perform at the full performance level.

8. Promotion to the next higher level is not automatic, but is dependent upon satisfactory performance of work and completion of planned training at each grade level assigned. Failure to demonstrate the capacity for continued advancement at any time during the training period will result in removal from this training program.

Intern Signature

Supervisor Signature

Activity Career Program Manager

Training Officer

Appendix F: Manpower and Force Management - Master Intern Training Plan

| TRAINING DESCRIPTION | TYPE | YEAR 1 | YEAR 2 | KNOWLEDGES, SKILLS AND ABILITIES TO BE ACQUIRED | DATE | INITIALS |
|---|-------------------|----------|--------|--|------|----------|
| 1. GENERAL ORIENTATION | | | | | | |
| a. Individual orientation | OJT | 120 | 54 | Familiarization with individual development plan. Understanding of standards of conduct. General understanding of Manpower and Force Management Career Program. | | |
| b. Introduction to the Army | OJT | 10 | | Describe the organization of the US government, the Department of Defense, the Department of the Army, the parent major command, and the employing activity. | | |
| c. Introduction to management analysis | OJT | 10 | | Describe the principles and objectives of management analysis. | | |
| d. Mandatory command training | OJT | 30 | 30 | Attend mandated training, such as SAEDA, Prevention of Sexual Harassment, Safety, EEO/Affirmative Action, etc. | | |
| Training Opportunities | COR FOR FOR | 24 40 | 24 | Action Officer Development Course (PI) Clear Writing Through Critical Thinking (PIII) Intern Leadership Development Course (PI) Effective Writing (PIII) | | |
| 2. ORGANIZATION, MISSION AND FUNCTIONS | | | | | | |
| a. General principles of organization | OJT | 20 | | Describe DA policies and common practices for structuring organizations. Identify official Army publications having organizational and mission data. Describe the specific degree of authority required to establish and modify organizational structures and missions. | | |
| b. Mission and functions | OJT | 36 | | List the major organizational elements within DA and provide a general description of their relationship to one another. List the major organizational elements that make up a typical Army installation and describe their missions. | | |
| c. Organizational review | OJT | 50 | | List the factors that must be considered, and describe the process to accomplish review, analysis, and studies of organizations and missions. Plan for and conduct an on-site organization study of a specific organizational element, write report, and conduct briefings on the study results. | | |
| d. Organizational structure | OJT | 50 | | Prepare a detailed organizational chart and a basic mission statement for each element in the chart. | | |
| Training Opportunities | FOR | 40 | | Basic Communications Skills (PIII) | | |

LEGEND: COR = Correspondence Course FOR = Formal Course OJT = On-the job Training ROT = Rotational Assignment
 (PI) = Priority I (PII) = Priority II (PIII) = Priority III

Appendix F: Manpower and Force Management - Master Intern Training Plan

| TRAINING DESCRIPTION | TYPE | YEAR 1 | YEAR 2 | KNOWLEDGES, SKILLS AND ABILITIES TO BE ACQUIRED | DATE | INITIALS |
|---|-------------------|----------|--------|--|------|----------|
| 3. MANPOWER REQUIREMENTS DETERMINATION | FOR FOR | 80 24 | | Manpower and Force Management Course (PII) Report Writing (PIII) | | |
| a. Manpower requirements determination policy and doctrine | OJT | 260 | 320 | | | |
| b. Manpower requirements determination processes | OJT | 80 | 72 | Describe DA manpower policy guidance and doctrine on determining manpower requirements. | | |
| | OJT | 108 | 200 | Describe the use of selected manpower requirements determination processes in conducting workload analysis and developing manpower requirements. Function as a team member in the use of workload analysis processes to develop current and projected manpower requirements, analyzing workload data, conducting interviews, writing reports and conducting briefings on the study results. | | |
| 4. FORCE DATA DOCUMENTATION | FOR FOR FOR | 32 40 | | Basic Statistics (PIII) Data Collection and Analysis (PIII) Effective Communication with Customers (PIII) Management Analysis: Data Gathering (PIII) | | |
| a. The Army Authorization and Documentation System (TAADS) overview | OJT | 250 | 250 | Explain the purpose and uses of TAADS. Describe the content and format of TAADS. Identify levels of approval authority for TAADS changes. Describe central documentation (CENDOC) process. | | |
| b. Processing TAADS | OJT | 210 | 100 | Describe and flowchart the procedures for TAADS update. Conduct a detailed review of TAADS (Sections I, II, and III). Participate in the development of a TAADS document and input manpower and equipment data into the system. Describe the relationship of TAADS to SAMAS and manpower to budget guidance documents. | | |
| 5. EQUIPMENT MANAGEMENT | FOR | | 120 | Force Management Course (PII) | | |
| a. Equipment management overview | OJT | 100 | 100 | Describe Army, major command, and activity equipment allowance and authorization policies. Describe/explain the process used to validate minimum essential quantities of equipment (unit and/or individual) used by activities to perform assigned mission. | | |
| b. Conduct of equipment surveys | OJT | 60 | 40 | Participate as a member of an equipment survey team, assisting in the writing of the report and briefing the results. | | |

LEGEND: COR = Correspondence Course FOR = Formal Course OJT = On-the job Training ROT = Rotational Assignment
(PI) = Priority I (PII) = Priority II (PIII) = Priority III

Appendix F: Manpower and Force Management - Master Intern Training Plan

| TRAINING DESCRIPTION | TYPE | YEAR 1 | YEAR 2 | KNOWLEDGES, SKILLS AND ABILITIES TO BE ACQUIRED | DATE | INITIALS |
|--|------|--------|--------|---|------|----------|
| c. Equipment documentation | OJT | 20 | 66 | Prepare and process equipment authorization data in MTOE, TDA, and Common Tables of Allowances. | | |
| Training Opportunities | FOR | | | Combat Development Course (P1) | | |
| 6. MANPOWER ALLOCATION | | 260 | 290 | | | |
| a. Manpower allocation decision process | OJT | 60 | 20 | Describe the purpose and process of manpower allocation. Describe the interface of the manpower allocation function with the manpower requirements determination process and the documentation process. | | |
| b. Preparation and use of manpower guidance documents, such as program budget guidance (PBG) | OJT | 200 | 148 | Describe the procedures and coordination requirements for the preparation of activity manpower/budget guidance documents. Prepare activity manpower/budget guidance transactions. | | |
| Training Opportunities | FOR | | | Budget Analysis Workshop (P1) | | |
| 7. MANPOWER UTILIZATION | | 190 | 290 | | | |
| a. Civilian manpower | OJT | 50 | 50 | Describe the differences between various civilian types (C-Types) and their utilization. Describe the differences between various types of civilian appointments. Describe the policy on position identification - civilian, military, contractor. Prepare personnel section of TAADS documents properly coding civilian positions. | | |
| b. Military manpower | OJT | 50 | 50 | Describe the military personnel system. Describe the purpose and role of personnel proponents, to include standards of grade. Prepare personnel section of TAADS documents properly coding military position grades, MOS/AOC, SQI/ASI, etc. | | |
| c. Manpower controls | OJT | 90 | 68 | Describe applicable manpower controls impacting manpower utilization, such as Army Management Headquarters Account (AMHA), spaced imbalanced MOS (SIMOS), overseas ceilings, congressionally mandated floors and ceilings, etc. Prepare personnel sections of TAADS documents properly considering manpower controls. | | |
| Training Opportunities | FOR | | | Budget Execution (P1) | | |
| 8. MANPOWER PROGRAM/BUDGET DEVELOPMENT | | 260 | 290 | | | |
| a. Planning, Programming Budgeting and Execution System (PPBES) | OJT | 40 | 20 | Identify and describe the major PPBES events and their sequence for programming manpower, new systems and | | |

LEGEND: COR = Correspondence Course FOR = Formal Course OJT = On-the job Training ROT = Rotational Assignment
(P1) = Priority I (P1I) = Priority II (P1II) = Priority III

Appendix F: Manpower and Force Management - Master Intern Training Plan

| TRAINING DESCRIPTION | TYPE | YEAR 1 | YEAR 2 | KNOWLEDGES, SKILLS AND ABILITIES TO BE ACQUIRED | DATE | INITIALS |
|----------------------------------|------|--------|--------|--|------|----------|
| | | | | force structure. Describe the processes involved in the preparation of the activity's formal input to the programming process. Describe the budget process and the flow of budget data from the installation through intermediate levels of command to DA and DOD. | | |
| b. Manpower program development | OJT | 102 | 74 | Describe the interface of the manpower management function with the programming, force structure review and new system fielding processes. Participate in the development of activity's programming guidance and objectives for functional staffs and subordinate activities. | | |
| c. Manpower budget development | OJT | 102 | 74 | Describe the processes involved in developing the manpower budget. Participate in the development of activity's manpower budget guidance for functional staffs and subordinate activities. | | |
| Training Opportunities | FOR | | 72 | Planning, Programming, Budgeting & Execution (PII) | | |
| | FOR | 16 | 40 | Accounting for Non-Applicants (PII) | | |
| | FOR | | 100 | Resource Management Budget (PII) | | |
| | FOR | | 100 | **Army Compilator Course (PII) | | |
| F. ROTATIONAL ASSIGNMENTS | | | | | | |
| a. Civilian personnel | OJT | | 96 | Describe the types of coordination required between civilian personnel organizations (Civilian Personnel Advisory Centers and Civilian Personnel Operating Centers) and manpower management organizations. Describe the relationship between civilian personnel reporting and manpower reporting. Participate in civilian personnel activities, such as position management audits, position classification activities, job analysis, and processing requests for personnel actions. | | |
| Training Opportunities | | | 24 | Introduction to Human Resource Management (PII) | | |
| b. Budget office | OJT | | 96 | Describe the interface and coordination required between the manpower and budget functions to ensure an integrated manpower/dollar program. Describe the process involved in developing the manpower budget. Participate in budget development activities, such as developing POM input, Schedule 8 input, and other activities. | | |
| Training Opportunities | FOR | | 24 | Introduction to Financial Management (PIII) | | |

The various blocks of this training plan maybe tailored to meet the specific training needs of individual Interns.

**To avoid subject-matter duplication, interns should not attend both ACC and the financial management/budgeting courses. Supervisors should adjust the training hours accordingly.

LEGEND: COR = Correspondence Course FOR = Formal Course OJT = On-the job Training ROT = Rotational Assignment
(PI) = Priority I (PII) = Priority II (PIII) = Priority III

Appendix D

List of Acronyms

ACPM

Activity Career Program Manager

ACTEDS

Army Civilian Training, Education and Development System

AIPD

Army Institute for Professional Development

AODC

Action Officer Development Course

AR

Army Regulation

CF

Career Field

CLG

Change to Lower Grade

CP

Career Program

CPAC

Civilian Personnel Advisory Center

CPM

Career Program Manager

CPOL

Civilian Personnel Online

DA

Department of the Army

FCR

Functional Chief Representative

| |
|--|
| Manpower and Force Management Career Program (CP26) |
|--|

HQDA

Headquarters, Department of the Army

IDP

Individual Development Plan

ILDC

Intern Leadership Development Course

IRA

Independent Reporting Activity

JTR

Joint Travel Regulation

KSA

Knowledges, Skills and Abilities

MACOM

Major Army Command

MCPM

MACOM Career Program Manager

MITP

Master Intern Training Plan

MTP

Master Training Plan

NC CPOC

North Central Civilian Personnel Operations Center

OJT

On-the-Job Training

PCS

Permanent Change of Station

SES

Senior Executive Service

TAPES

Total Army Performance Evaluation System

TDA

Table of Distribution and Allowance

TDY

Temporary Duty

TCS

Temporary Change of Station

USAPA

US Army Publishing Agency



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